

# DISTRICT FIRE CHIEF STUDY GUIDE

A written examination for the class of **DISTRICT FIRE CHIEF** to be administered in **ST. JOHN THE BAPTIST** on **MARCH 11, 2010**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

| <b>SUBJECT AREA/KNOWLEDGE</b>   | <b>APPROXIMATE<br/>% OF EXAM</b> |
|---|----------------------------------|
| <b>FIRE SERVICE MANAGEMENT</b><br><br>Knowledge of the principles of effective fire service management, involving planning, organizing, directing departmental operations; and managing equipment and property.   | 21.0%                            |
| <b>RECORDS/REPORTS/CORRESPONDENCE</b><br><br>Knowledge of effective records-management practices, including preparation, content, format and control; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.   | 10.0%                            |
| <b>PUBLIC RELATIONS</b><br><br>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.   | 10.0%                            |
| <b>SUPERVISION</b><br><br>Knowledge of the practices and techniques used in effective supervision in order to oversee and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.  | 17.0%                            |
| <b>FIREGROUND COMMAND</b><br><br>Knowledge of fireground command procedures sufficient to direct emergency scene operations, and to supervise subordinate employees at the scene of an emergency in the following areas; performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage, overhaul, first aid, CPR, and emergency medical services; acting as part of the fire attack team; overseeing and train in safety procedures; handling hazardous materials; maintaining fireground communications; and investigating the cause, origin, and circumstance of fire. | 42.0%                            |

## **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

### **INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.

Pumping Apparatus Driver/Operator, 2nd ed., 2006.

Fireground Support Operations, 1st ed., 2002.

Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

### **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

**FIRE COMMAND**, Brunacini, Alan V., NFPA, 2nd ed., 2002.

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

### **OTHER RECOMMENDED PUBLICATIONS:**

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**BUSINESS COMMUNICATIONS**, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

**EFFECTIVE PUBLIC RELATIONS**, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.